

**CONSULAR REPORT OF BIRTH ABROAD & U.S. PASSPORT**  
**UNACCOMPANIED – TOUR/LOCAL HIRE/CONTRACTOR'S FAMILY MEMBER**

(revised July 17, 2019)

Congratulations on your newborn baby! The Legal Assistance Office will help you to claim U.S. citizenship for your newborn child (**Consular Report of Birth Abroad**) and U.S. Passport (FEE) through U.S. Embassy Tokyo.

**The social security number: The parent(s) can apply after the issuance of CRBA and U.S. Passport. Please review the diagram on the next page.**

*\* Our office is NOT responsible for enrolling your child in Tricare, obtaining Area Clearance, entering your child into DEERS, or a civilian employment database. It is recommended that you contact IPAC, human resources, Tricare, Manpower, and other agencies and departments as required by your unit or employer.*

- 1. Make an appointment at 253-5594/5591/5592, upon assembling original documents.**
- 2. Please bring your new born child, in order to identify the child.**

**For Consular Report of Birth Abroad (CRBA) – the proof of U.S. Citizenship & U.S. Passport:**

- ①** Child's Birth Registration issued by a Japanese city/ward office if born in a Japanese hospital (Shusseidoke Juri Shoumeisho) or Birth Record issued by military physician if born at the Military hospital.  
In case of Japanese parent, Japanese Family Registration with child's birth (Koseki Tohon) will suffice.
- ②** Evidence of the parent(s) citizenship (U.S. or foreign) ---- the documents below:  
**U.S. Citizen parent:** Birth Certificate issued by Vital Statistics Officer in the U.S. **OR** U.S. Passport (valid); Naturalization Certificate **or** Certificate of Citizenship, if you are a naturalized citizen or a derived citizen.  
**NON-U.S. citizen parent:** Valid Foreign Passport (original).  
If the mother is Japanese and no passport is available – Japanese Family Registration (original) will suffice.
- ③** Marriage Certificate issued by the State where your marriage **was registered**.  
In the case that one parent is Japanese and the marriage took place in Japan, her/his family registration (Koseki Tohon) stated on **①** above will suffice. However, if the marriage took place OUT of Japan, please bring the marriage certificate issued by the State registrar where the marriage took place.
- ④** Evidence of the termination of any previous marriage(s) of the parent(s) - Official divorce/annulment decree, or death certificate issued by Government/Court. If it is lost, please contact the court/county where it was first issued.
- ⑤** One (1) color passport photograph of the child with white background – 2x2 inches. The eyes must be open.  
It may be taken at Photo Shop off base, OR ask Combat Camera (253-5931).
- ⑥** Fee: **\$215.00 Postal or International MONEY ORDER** - payable to "U.S. Department of State" (\$100.00 for CRBA, and \$115.00 for U.S. Fee Passport).
- ⑦** A Letter of "Military History Assignment" certified by Unit Admin Officer **OR** Page 5 of SRB (Chronological history of assignment) may be required to prove the length of time of physical presence in the U.S., if naturalized USC father married to NON-USC mother. **OR** in the case that the baby was born out of wedlock, as evidence of the biological parents' physical presence at the time of conception, along with the form of DS-5507 listed below **⑧**.
- ⑧** Affidavit of Paternity (DS-5507) - In the case that the child was born out of wedlock, the U.S. citizen father must complete this form and get it notarized. You may ask for a legal advice from a legal assistance attorney on this affidavit if you desire.
- ⑨** Parents who were not married at the time of the child's birth may need any evidence of their physical presence together at the time of the child's conception (i.e. passport stamps, military travel orders) as well as proof of their relationship prior to the child's birth (i.e. letters, photos).
- &** Self-Addressed envelope: For routine procedures by MPS, we will provide the envelope: 4~5 weeks for completion.  
For expediting and secured process, please purchase two (2) Letter Pack envelopes from Japanese Post Office off-base: Letter Pack LIGHT (blue)- ¥360x2 or Letter Pack PLUS (red) ¥510x2 for out-going and in-coming

Other \_\_\_\_\_: